



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 13, no. 4

GP 3.16/3-2:13/4

February 15, 1992



Depository libraries shall make Government publications available for the free use of the general public ... U.S. Code, Title 44, Chapter 19, section 1911

Free access as defined by GPO means that any member of the general public can physically handle and use a Government document at the library without impediments.
- Instructions to Depository Libraries, U.S. G.P.O., 1988



United States Government Printing Office
Washington, DC 20402

ASSISTANT PUBLIC PRINTER
(Superintendent of Documents)

February 4, 1992

Dear Documents Librarian:

The Library Programs Service (LPS) has just been apprised by the National Center for Education Statistics (NCES) that there is a major defect on a recently distributed CD-ROM containing data from the **Schools and Staffing Survey, 1987-1988 (SASS)** rendering it unusable. To ensure that only corrected SASS CDs are available in the field, NCES will provide replacement CDs upon receipt of the current, defective edition. Libraries holding the defective SASS CDs can receive a replacement by returning their copy to:

Statistical Standards and Methodology Division
National Center for Education Statistics
555 New Jersey Avenue, N.W., Room 410
Washington, DC 20208-5654

For more information, you may wish to contact Ms. Suellen Mauchamer of NCES at (202) 219-1828.

Descriptive information on the defective CD-ROM:

Title:	Schools and Staffing Survey, 1987-1988		
Item #:	0455-N-01	Shipping list #:	91-0062-E
SuDocs #:	ED 1.332:Sc 6	Shipping list date:	December 9, 1991

I am requesting that you comply with NCES directions and return the defective CD-ROM to the NCES address. Both LPS and NCES regret any inconvenience resulting from the shipment of this faulty electronic product.

Sincerely,

WAYNE P. KELLEY
Assistant Public Printer
(Superintendent of Documents)

Claims Fax Phone Number Now Restored to Service

Claims Fax number **202-512-1429** has been repaired and is again available for service. Depository library staff may use that number or the second claims Fax number, **202-512-1431**, when claiming Federal Depository Library Program publications.



Inspection Standards for Processing the Microfiche Backlog

The Government Printing Office and the depository library community have long been committed to the public's right to timely access to Government information. The effectiveness of the Federal Depository Library Program depends on providing Government information to patrons in a timely manner.

There is a concern that a library's inability to promptly process the unusually high number of recent microfiche shipments might cause a library to fail an inspection. As the unusually high number of microfiche shipments is a recent and temporary condition, GPO does not consider delays in processing these microfiche shipments to be a "chronic problem" that would warrant a failure in the bibliographic control element of an inspection. As there are presently only two full time inspectors, a relatively small percentage of depositories will be inspected during this period.

It must be emphasized that this is not a change in policy. The **Instructions to Depository Libraries** still apply. All existing backlogs and the reasons these backlogs exist are noted in the inspection report. Inspectors are required to accurately report on current conditions found on the day of inspection. If those conditions are an anomaly, it is noted in the inspection narrative. Backlogs that are judged to be long term, and not directly related to the recent surge in microfiche shipments, will continue to be judged "chronic." All libraries are urged to process depository accessions as expeditiously as possible.

Questions about the above policy should be directed to the Chief, Depository Services. Phone: 202-512-1119.



New Equipment Improves Distribution of Documents To Libraries

A new padlocker system has been installed in the Depository Distribution Division, has been tested, and is in full operation. The padlocker, a computer driven device to seal packages, is expected to increase the speed and efficiency of the mailing operation. Installation of the new system caused distributions to halt from January 6 through 14. During that time, however, approximately 130 microfiche shipments, plus some paper shipments, were prepared for distribution. During January, LPS mailed a record 5003 microfiche titles to depositories.

Libraries May Add NASA Microfiche to Their Selections Now To Compensate for Cancellation of NASA's Distribution Program

LPS is allowing depository libraries to add NASA microfiche item numbers to their selections in mid-fiscal year, to accommodate them after NASA dropped its depository program. Additions to selections are normally allowed only during the annual Selection Update Cycle. Allowing libraries to add these items in mid-cycle will help libraries to maintain complete collections, with no gaps in NASA microfiche receipts.

Libraries should contact LPS in writing or by Fax to add this material to their selections now. Contact:

Sheila McGarr
Depository Administration Branch - SLA
U.S. G.P.O. - Library Programs Service
Washington, DC 20401
Fax: 202-512-1196

Foreign Relations of the U.S. Going Back to Press

The volumes of Foreign Relations of the United States, 1986-1991, previously distributed in microfiche, are going back to press and will be distributed to depositories in paper. The printing contract is currently "on the street." LPS expects the contract to be awarded about March 1, 1992. Once awarded, the contract will take about a year to complete.

Printing Contract for the Bound Congressional Record For 1985 - 1988 In Preparation

Specifications for a printing contract for the bound Congressional Record for 1985 - 1988 are now being prepared. Printed copies will be distributed to regional depository libraries. LPS expects a contract to be awarded about March 1, 1992.

CD-ROM Paper Documentation Will Be Distributed to Depositories

As part of the Library Programs Service's (LPS) ongoing evaluation of the distribution of electronic products, the decision to not distribute a paper copy of CD-ROM documentation which is also on the disk has been reconsidered. LPS will obtain and distribute paper copies of all CD-ROM documentation which becomes available, even when such documentation may also be included on the disk. The benefits to depository libraries from distributing all available CD-ROM documentation far outweigh the additional printing and distribution expenses incurred. This decision reverses the approach expressed in Administrative Notes, vol. 12, no. 15, of June 15, 1991, in the "Technology Tea" Survey Results article.

NOTIS Documents Cataloging Interest Group Lunch Meeting To Be Held in April

[The following announcement was submitted by Maureen Harris on behalf of NOTIS.]

There will be an informal "brown bag lunch" meeting of the NOTIS Documents Cataloging Interest Group at the 1992 Federal Depository Conference on Thursday, April 9. As usual, members will be asked to give a brief report on the status of documents cataloging at their library.

There will also be a continued discussion of issues raised at the IG's meeting at ALA Midwinter. There will be time for questions but if you have specific items you would want covered at this meeting, you can contact either Larry Romans at Vanderbilt (BITNET: ROMANSLM@VUCTRVAX) or Maureen Harris at Clemson University (BITNET:MAUREEN@CLEMSON).

GPO Creates 100,000th Bibliographic Record In Cooperative Cataloging Project with LC

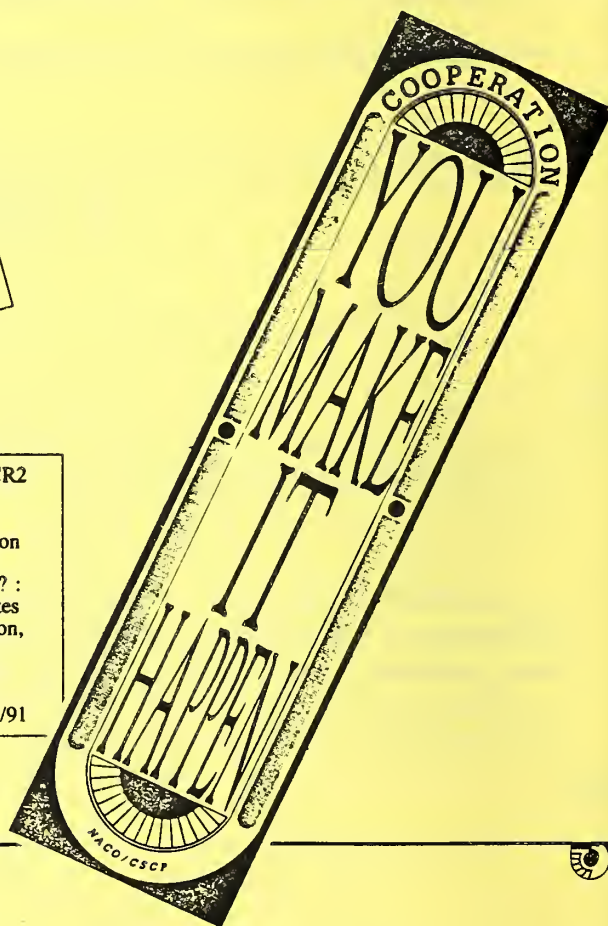
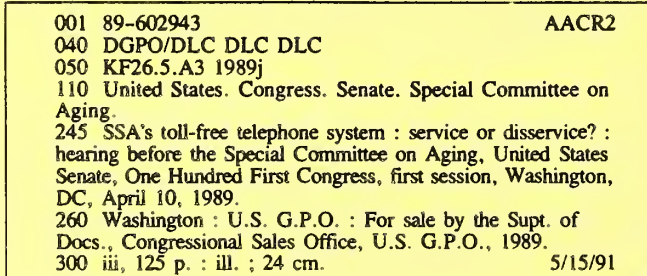
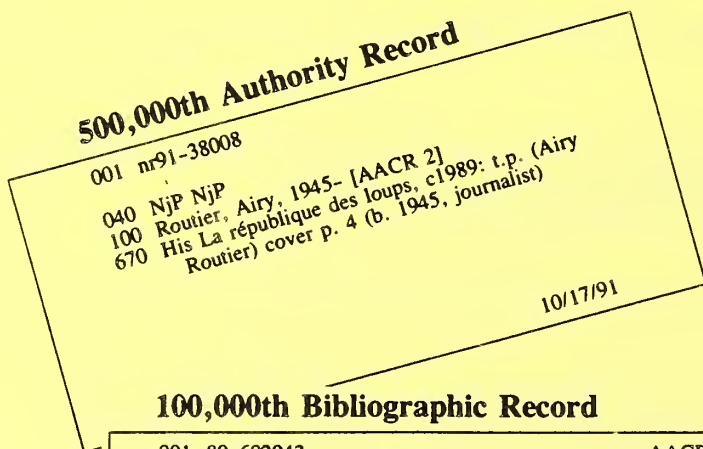
At the recent ALA Midwinter Meeting in San Antonio, the Library of Congress presented G.P.O.'s Library Programs Service with a certificate of appreciation for having created the 100,000th bibliographic record contributed through LC's cooperative cataloging project.

As Henriette Avram, Associate Librarian for Collections Services at LC (now retired), noted in a letter to Gil Baldwin, Chief of G.P.O.'s Library Division:

...I can report that over the life of our cooperative project, which began in 1977 as the first NACO project, GPO has contributed almost 78,000 authority records, including changes. Also, LC has used GPO records in OCLC to provide the basis of our bibliographic records for over 25,000 titles. These are very impressive figures indeed, and represent your great effort and spirit of cooperation over the years.

GPO was the first institution to contribute name authority records to LC's automated database through the NACO project, beginning in 1977. In January, 1981, LC began using GPO cataloging records for monographs LC was adding to its collection.

At the meeting, LC staff also distributed copies of a bookmark, reproduced below, commemorating the 100,000th bibliographic record and the 500,000th authority record.



Have You Registered for the 1992 Federal Depository Conference?

Registration Form - Mail by March 1

Yes! Please register me for the **1992 Federal Depository Conference**, to be held at the Rosslyn Westpark Hotel, Arlington, VA, on April 5 - 10, 1992.

Name: _____

Institution: _____

Address: _____

City: _____ State: _____ Zip _____

Phone: _____

I also plan to attend the following events:

☐ **Regional Federal Depository Seminar (April 6)**

Afternoon Tour (April 7)

Morning tours (April 7):
Choose one morning tour:

☐ **Library of Congress**
(35-person limit)

☐ **Department of State Library**

☐ **Georgetown University Law Center**
Edward Bennett Williams Library

☐ **EPA Information Management**
Division

☐ **U.S. Government Printing Office**
Library Programs Service

Mail to:
Chief, Depository Services
Library Programs Service (SLL)
U.S. Government Printing Office
Washington, DC 20401



Loading the GPO MARC Tapes: Workshop to be Held in June at ALA

[The following notice was submitted by Gary Cornwell on behalf of the ALA GODORT Cataloging Committee.]

The ALA GODORT Cataloging Committee will sponsor a Preconference workshop entitled "Loading the GPO MARC Tapes" at the 1992 Annual Meeting in San Francisco. The workshop will be held from 8:00 to 5:00 on Thursday, June 25, 1992. The workshop will cover everything from pre-load planning to post-load clean-up and will feature a variety of speakers who have experience loading the tapes.

The preliminary agenda for the program includes:

- 1) Planning for the load in your local library,
- 2) Profiling considerations - including retrospective and on-going cataloging records as well as profiling for maps,
- 3) Authority control, and
- 4) Post load clean-up.

The final agenda for the meeting will be determined once workshop participants have been surveyed to determine their specific interests.

This is the third preconference workshop presented by GODORT on machine readable cataloging records for government documents. The first two programs were designed to familiarize the documents librarian with the MARC cataloging record. This workshop will prepare the librarian for the actual load of the tapes.

This promises to be both a very enlightening and popular presentation. The cost of the workshop will be \$75.00 and registration will be limited to 50 people. **Registration will be on a first come, first served basis, so get your registration forms in early (i.e., immediately!).**

Comments, suggestions, or questions about the workshop should be directed to Gary Cornwell, University of Florida Libraries.

Phone: (904) 392-0366, Bitnet: garcorn@nervm..

Registration forms should be mailed to:

Mary Martin
Head, Government Publications
& Microforms Dept.
The Honnold/Mudd Library
800 Dartmouth Avenue
Claremont, CA 91711

Phone: (714) 621-4733
Internet: mmartin@rocky.
claremont.edu

**Payment Must Accompany Registration Form
Make Checks Payable to GODORT**

GODORT Preconference Registration Form**Loading the GPO MARC Tapes**

Thursday, June 25, 1992

8:00 am to 5:00 PM

Name _____

Institution _____

Address _____

Telephone _____

Background Information

What is your present job title: _____

Does your library have an Online Catalog: Yes _____ No _____

If yes, what type (NOTIS, CLSI, etc.):

Has your library loaded MARC records for government publications into your online catalog:

Yes _____ No _____

Does/will your present job include the online processing of documents: Yes _____ No _____

What specific information/knowledge are you hoping to gain from this workshop:

Are there topics other than the ones listed that you would like to see covered in the workshop:

Are you a current member of GODORT: Yes _____ No _____

Return This Form With \$75 Registration Check**Payable to GODORT, to:**Mary Martin, Head, Government Publications and Microforms Department, The Honnold/Mudd
Library, 800 Dartmouth Avenue, Claremont, CA 91711

Phone: (714) 621-4733 Internet: mmartin@rocky.claremont.edu

Payment Must Accompany Registration Form

NATIONAL LIBRARY WEEK LEGISLATIVE DAY

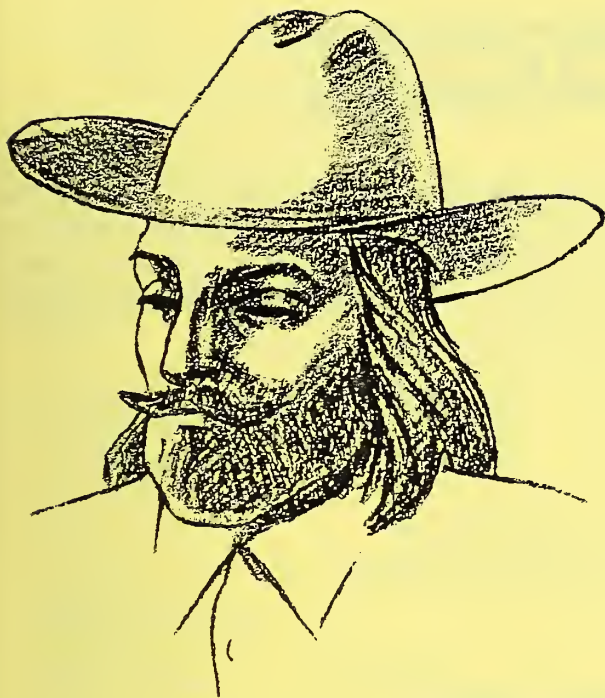
*Sponsored by District of Columbia Library Association
American Library Association
Special Libraries Association*

For more information contact:
Barbara Ferry (DCLA) 202/857-7051
Fred King (ALA) 202/547-4440
Sandy Morton (SLA) 202/234-4700

Washington, D.C. January 28, 1992 -- More than 600 librarians, friends of libraries, and trustees from across the U.S. are expected to attend the 18th annual Library Legislative Day, April 7, 1992, in Washington, D.C. The day is devoted to meetings with senators, representatives, and their staff members on Capitol Hill.

Library Legislative Day begins with a briefing for all of the participants providing an overview of the current status of library legislation by congressional staff, followed by visits to congressional offices, a wrap-up session for state library coordinators, and a congressional reception on Capitol Hill.

Library Legislative Day, an annual event which takes place during National Library Week, is sponsored by the District of Columbia Library Association (DCLA), the Washington Office of the American Library Association (ALA), and the Special Libraries Association (SLA). This year National Library Week is April 5-11. Individuals interested in participating in Library Legislative Day should contact his/her state library association.



San Diego Historical Society — TICOR Collection
William Ferrell, the first Collector of Customs assigned to the San Diego District.



Illustrations from *Riding the Line, The United States Customs Service in San Diego, 1885-1930*. Washington, U.S. Customs Service, 1991.
 SuDocs # T 17.27:15

Sutro Library
 Treasury Agent J. Ross Browne toured Customs operations on the West Coast in the middle of the last century. His observations were often acerbic, and the Collector at San Diego was not spared.

Readers Exchange

ELECTRONICORNER

The Harlan Hatcher Graduate Library Documents Center assists its patrons in using the Census Summary Tape File 1A on CD-ROM by providing a detailed explanation of the file contents and how to access them. Grace York, documents librarian, submitted the information, which could prove useful in other documents libraries, as well. Thank you, Grace!

The University of Michigan
Harlan Hatcher Graduate Library

Documents Center

SUMMARY TAPE FILE 1A DATA ON CD-ROM

Summary Tape File 1A contains data from the 100% questionnaire used in the 1990 Decennial Census. It is arranged by state on 17 CD-ROM disks with statistical breakdowns by state, county, place, census tract, block group and Congressional District. An index to the disks appears on the last page of this guide. The CD may be used with the Census Bureau's GO (page-turner) or EXTRACT software. The GO software is menu-driven and preferable for obtaining several data elements in one particular geographic area. The EXTRACT software is menu driven but the protocols are less obvious. It can be used to select one or more data elements for a number of different geographic areas. Summary Tape File 1 on CD-ROM: Technical Documentation (located on the cabinet next to the workstation) provides definitions and file structure information applicable to both pieces of software. Basic instructions on using the two software packages follow the list of geographic coverage and data elements given below.

Geographic Levels

State
 Places (totals)
 County (parts)
 Consolidated city (totals)
 County (totals)
 Census tract/block numbering area (totals)
 Block group (totals)
 County subdivision (MCD/CCD) (totals)
 Place (parts)
 Census tract/block numbering area (parts)
 Block group (parts)
 American Indian Reservations
 Congressional District (totals)

Data Elements

File Number	File Name	Extract Catalog
Not Applicable	General Profile	Not Available
Not Applicable	Geographic Identifiers (place codes, latitude, longitude, area in thousandths of square kilometers)	STF1A0
P001	Persons	"
P002	Families	"
P003	Households	"
P004	Urban and Rural	"
P005	Sex	"
P006	Race	"
P007	Detailed Race	"
P008	Persons of Hispanic Origin	"
P009	Hispanic Origin	"
P010	Hispanic Origin by Race	"
P011	AgeSTF1A	1
P012	Race by Sex by Age (Total & White)	STF1A1
	(Black, Indian-male)	STF1A2
	(Indian-female & Asian)	STF1A3
	(Other, Hispanic-male)	STF1A4
	(Hispanic female)	STF1A5
P013	Sex by Age	STF1A5
P014	Sex by Marital Status	"
P015	Household Type and Relationship	"
P016	Household Size & Type	"
P017	Persons in Families	"

File NumberFile NameExtract Catalog

P018	Persons per Family	"
P019	Age of Household Members by Household Type	STF1A6
P020	Household Type	"
P021	Household Type & Relationship	"
P022	Relationship and Age	"
P023	Household Type and Relationship	"
P024	Age of Household Members by Household Size and Household Type (60+ years)	"
P025	Age of Household Members by Household Size and Household Type (65+ years)	"
P026	Household Type	"
P027	Household Type & Household Size	"
P028	Group Quarters	"
P029	Persons Substituted	"
P030	Imputation of Population Items	"
P031	Imputation of Relationship	"
P032	Imputation of Sex	"
P033	Imputation of Age	"
P034	Imputation of Race	"
P035	Imputation of Hispanic Origin	"
P036	Imputation of Marital Status	STF1A7
H001	Housing Units	"
H002	Occupancy Status	"
H003	Tenure	"
H004	Urban and Rural	"
H005	Vacancy Status	"
H006	Boarded-Up Status	"
H007	Usual Home Elsewhere	"
H008	Race of Householder	"
H009	Tenure by Race of Householder	"
H010	Hispanic Origin of Householder by Race of Householder	"
H011	Tenure by Race of Householder	"
H012	Tenure by Age of Householder	"
H013	Rooms	"
H014	Aggregate Rooms	"
H015	Aggregate Rooms by Tenure	"
H016	Aggregate Rooms by Vacancy Status	"
H017	Persons in Unit	"
H017A	Persons per Occupied Housing Unit	"
H018	Tenure by Persons in Unit	"
H019	Persons per Occupied Housing Unit by Tenure	"
H020	Aggregate Persons by Tenure	"
H021	Persons per Room	STF1A8

File Number	File Name	Extract Catalog
H022	Tenure by Persons per Room	"
H023	Value	"
H023A	Lower Value Quartile	"
H023B	Median Value	"
H023C	Upper Value Quartile	"
H024	Aggregate Value	"
H025	Race of Householder	"
H026	Aggregate Value by Race of Householder	"
H027	Hispanic Origin of Householder	"
H028	Aggregate Value by Hispanic Origin of Householder	"
H029	Aggregate Value by Units in Structure	"
H030	Vacancy Status	"
H031	Aggregate Price Asked	"
H032	Contract Rent	"
H032A	Lower Contract Rent Quartile	"
H032B	Median Contract Rent	"
H032C	Upper Contract Rent Quartile	"
H033	Aggregate Contract Rent	"
H034	Race of Householder	"
H035	Aggregate Contract Rent by Race of Householder	"
H036	Hispanic Origin of Householder	"
H037	Aggregate Contract Rent by Hispanic Origin of Household	"
H038	Aggregate Rent Asked	"
H039	Age of Householder by Means Included in Rent	"
H040	Vacancy Status by Duration of Vacancy	"
H041	Units in Structure (all units)	STF1A9
H042	Units in Structure (vacant units)	"
H043	Tenure by Units in Structure	"
H044	Aggregate Persons by Tenure by Units in Structure	"
H045	Housing Units Substituted	"
H046	Imputation of Housing Items	"
H047	Imputation of Vacancy Status	"
H048	Imputation of Duration of Vacancy	"
H049	Imputation of Units in Structure	"
H050	Imputation of Rooms	"
H051	Imputation of Tenure	"
H052	Imputation of Value	"
H053	Imputation of Price Asked	"
H054	Imputation of Contract Rent	"
H055	Imputation of Meals Included in Rent	"
		AUXIL MY_FILES

Note: A complete list of files appears on p.13-32 of the technical documentation. Income data was asked on the sample questionnaire and will not be available until STF3A is released in Spring 1992.

GO (Page-Turner) Software

Conventions

Up and down arrow keys = line scroll
Page up and down = page scroll
Right and left arrow = side scroll in browse mode
ENTER or RETURN = select
END = quit
ESC = return to previous menu

[A-Z] Scroll to first letter of word you are searching.
[F1] Prompts you to type in a census tract number rather than scrolling through the choices.

B = Browse (can only use once you've selected a specific geographic name; provides data elements for that place and subsequent places on the same geographic level (Washtenaw County, Wayne County); can only print using SHIFT-PRINT SCREEN)

P = Print (options include print to file and print to printer; print command cannot be used in the browse mode)

C = Copy file to disk (ASCII-flat/SDF; ASCII-delimited; dBase)

Procedure

1. Select Option 2 (page-turner software) on the Hard Disk Menu and press RETURN.
2. Select state. RETURN.
3. Select TYPE of geographic area. RETURN.
4. Select NAME of geographic area. RETURN.

When selecting a place, a county, or subdivisions within a county (e.g. minor civil division, tract/BNA or block), you will be given a list of place or county names from which to choose. You can expedite the scrolling process by typing in the first letter of the place or county. When selecting a census tract or the block groups within a tract, press the F1 function key and, at the prompt, type in the number of the tract which interests you.

5. Select the appropriate subject. RETURN.
A "General Profile" with brief population, household and housing data precedes the list of individual files. A complete list of variables within these files appears on p. 13-32 of the technical documentation. Some files will have just one statistic (e.g. number of persons), some will have multiple statistics (detailed race), and some will be divided into subfiles (e.g. race by sex and age).
6. At this point you may browse for subsequent areas on the same geographic level by pressing "B". If you have selected a data file with more than one statistic, only one data element will show at a time. The only way to print is to press SHIFT-PRINT SCREEN; you cannot use the Print (P) or Copy (C) command in this mode.
7. When not in the Browse mode, you may press P to print. You will be asked if you want to print the complete table for one geographic area or one single item in that table for several areas. (Be cautious about selecting the latter option since you may print a single data item for every place in the state.) You will also be asked if you want to print to the printer or a file. When selecting the printer, simply press RETURN when asked to "check the printer."
8. You may also Copy the file to a disk by pressing C. You will need to bring a DOS-formatted 3-1/2" double-density disk to copy to the "a" drive. Files may be copied in ASCII (ASCII-flat/SDF), spreadsheet (ASCII-delimited), and data base management (dBase) format.
9. Return to previous menus by pressing ESC and quit by pressing END.

Extract (Version 1.3) Software

Procedure

1. Select Option 1 (EXTRACT software) on the Hard Disk Menu. Press RETURN after the initial help screen.
2. A catalog of the ten data base files (outlined above in "Data Elements") will appear on the screen. You will be prompted to restrict your search to one state. Type R. Then type the two digit state abbreviation. (The abbreviations appear on page 1 of the technical documentation.) Press RETURN.
3. At that point you should highlight the "Catalog" that interests you and press RETURN. You may want to begin with STF1A0 which contains geographic identifiers; other "catalogs" can be added to your set later through the "Manipulate Files" option.

4. The main EXTRACT menu will list 10 options:

- 1 - Select Items
- 2 - Select Records
- 3 - Add Labels
- 4 - Manipulate Files
- 5 - Format Options
- 6 - Display to Screen
- 7 - Print
- 8 - Extract Data to File (e.g. copy to disk)
- 9 - Return to File Selection Menu (to change to another of the ten "catalogs")
- 10 - Advanced Options

5. Select Items (Option 1) using an "x" next to the menu.

Items are the elements you want to appear in columns, including geographic areas as well as statistical data. A complete list of the variables for the "catalog" you are using will appear on the screen; a list of variables for all ten "catalogs" appears in the technical documentation, p. 13-32.

- a. Include all geographic levels. ANPSADPI is a text field for the name of a given geographic area (e.g. Washtenaw County).
- b. Include all data elements.
- c. Press ESC.
- d. If you would to add elements from one of the other nine "catalogs," press "4" - the manipulate files option - on the menu. Once in this mode, press "3" to merge files horizontally, indicate whether you are (a) altering the current file or (b) selecting from a different catalog, highlight the appropriate "catalog" and press return, press "1" to keep the same sequence, and then place an "x" next to the desired variables. Press ESC.

6. Select Records (Option 2). Note that this is the same menu as "Select Items."

Your aim is to select the specific names of the areas for which you want data. The types of geographic levels which these names represent should have already been selected in Option 1.

- a. For ALL of the places, counties, or Congressional Districts in a given state:
 - (1) Place an "S" next to "Summary Level".
 - (2) Press ESC
 - (3) You will be prompted to place an "x" next to the summary option you desire, e.g. "State--County" or "State--Place".

- (4) Press ESC
- b. For one given place or county or the subdivisions (e.g. all of the tracts) within one given-county
 - (1) Place an "S" next to "Summary Level"
 - (2) Place an "S" next to the geographic area you would like (e.g. place or county)
 - (3) Press ESC.
 - (4) You will be prompted to put an "x" next to the hierarchical level of data you would like (e.g. "State--Place" or "State--County--Tract or BNA")
 - (5) Press ESC.
 - (6) A menu will appear with an alphabetical list of the geographic names you may select. It is usually easy to page down a list of counties and mark an "x" next to the county you desire. Given the number of places (cities) in a given state, you can bypass the paging by one of three means:
 - (a) If you press "W" you will be prompted to spell out the name of the area you wish. Note that this particular feature indexes the entire country, not just the state with which you are working. Put an "x" next to the place you want.
 - (b) If you press "L" you can locate the next word beginning with the letters you will be prompted to type. Put an "x" next to the place you want.
 - (c) Press "R" and you will be prompted to give the minimum and maximum geographic codes for the area. These geographic codes appear in Geographic Reference Manual for the 1982 Economic Censuses (Doc.Cen. HA 37.U236), which is kept on the filing cabinet near the work station.
 - (7) Press ESC. The program will automatically search for the first qualifying record and return to the main menu.
7. The following steps are optional.
 - a. Labels (Option 3) - Labels can be place names or data items from another of the "catalogs," normally used to indicate place names. Only one label can be added.

- b. Manipulate Files (Option 4) - Includes selecting an existing index, creating a new index, merging files horizontally to add new data elements (see instructions in 5d above), merging files vertically to add records (only works with MY-FILES), and creating totals or subtotals.
 - c. Format Options (Option 5) - Includes columnar or row-wise presentation, margins, headings.
8. Display to Screen (Option 6).
- a. Verify you have selected what you want.
 - b. Press ESC.
9. Print (Option 7). This prints directly to the printer.
10. Copy to Disk (Option 8).
- a. Choices include DBF (data base management, such as dBase III), PRN (comma-delimited such as Lotus), and SDF (fixed format such as ASCII)
 - b. You will need a DOS-formatted 3-1/2" double-density disk for the "a" drive.
11. Other Protocols:
- a. Option 9--Return to File Selection. (This will allow you to return to the menu of 10 "catalogs" without leaving the system but will erase previous work.)
 - b. Option 10--Advanced Options - Includes drive specifications, data dictionary, data file catalog and editing.
 - c. H=Help
 - d. Q=Quit

INDEX OF STATE FILES ON CD

NOTE: The volume numbers appear in the lower right-hand side of the disk.

State CD90-1A-

Alabama	6
Alaska	9-1
Arizona	8
Arkansas	7-1
California	9-2
Colorado	8
Connecticut	1
Delaware	5-1
D.C.	5-1
Florida	not yet issued
Georgia	not yet issued
Hawaii	9-1
Idaho	8
Illinois	3-2
Indiana	3-1
Iowa	4-2
Kansas	4-2
Kentucky	6
Louisiana	7-1
Maine	1
Maryland	5-1
Massachusetts	1
Michigan	3-3
Minnesota	4-1
Mississippi	6

State CD90-1A-

Missouri	4-1
Montana	8
Nebraska	4-2
Nevada	8
New Hampshire	1
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grace york - 12/18/91



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Valentines To All Depositories !



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